

IDPR DIVISION: ADMIN

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## IDAHO DEPARTMENT OF PARKS AND RECREATION POLICY AND PROCEDURES MANUAL

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PROCEDURE TITLE: Long Distance Phone Use

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APPROVALS:

  
\_\_\_\_\_  
Director**FISCAL**\_\_\_\_\_  
Policy Owner

### 1.0 PURPOSE:

To provide Idaho Department of Parks and Recreation (IDPR) Employees and Cost Center Managers with general guidelines for appropriate telephone use and establish internal controls in compliance with the Statewide Management Control System.

### 2.0 POLICY:

Telephones are a vital tool for accomplishing IDPR goals and objectives and therefore, should be used predominantly for departmental purposes.

- 2.1 Personal long distance calls are not authorized and must be charged to personal accounts or personal calling cards.
- 2.2 AT&T Calling Cards may be issued to authorized employees for use when away from their work station. The calling cards are on statewide contract and offer attractive rates when compared to charging the call to the room or using pay phones. Cost Center Managers may contact the IDPR Calling Card (P-Card) Administrator for instructions on ordering calling cards for additional information.
- 2.3 One ten minute personal call per day is allowed while an employee is in travel status. (See Travel Policies and Procedures @ Section III-1, page 4.)
- 2.4 Cost Center Managers will receive a monthly detail list of long distance calls charged to their Cost Center either directly from the long distance carrier or from the Accounting Section. Headquarters Program Managers at Headquarters will receive a monthly detail list of long distance calls charged to their programs from the Accounting Section.
- 2.5 Cost Center Managers and Program Managers shall review the detail call lists to determine if the calls are appropriate and for Departmental purposes. Any questionable calls should be reviewed with the caller. If the call is not allowed, the Employee must reimburse the Department. Reimbursements with a copy of the phone bill will be sent to the Accounting Section for processing.

### 3.0 SIGNATURE AUTHORITY:

Cost Centers that receive billings directly from the long distance provider will review, code and sign the billing. Send the entire billing to the Accounting Section for Processing.

Cost Centers whose billing is received at Headquarters will be charged on the signature of the Fiscal

Officer or designee.